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TO: Judiciary Law Clerks

FROM: Marti Robinson, Supervisor, Payroll/Leave Accounting

DATE: February 3, 2009

RE: Reporting Furlough Days

According to your annual salary, you may be required to participate in the Judiciary Furlough.

Annual Salary of \$40,000.00 to \$59,999.00 = 2 days of furlough.

Please report each furlough day(s) to The Payroll/Leave Accounting Office by email following the furlough day. Send your email to Lynn.Hill@mdcourts.gov and copy Marti.Robinson@mdcourts.gov

The email should include the date of your furlough and the number of hours taken that day.

The furlough can be taken in four (4) or eight (8) hour increments, but cannot exceed 8 hours in any pay week. Our pay week is Wednesday thru Tuesday.

Please feel free to contact me by phone at 410-260-1286 if you have any questions regarding the furlough or salary reduction.